



# Evidence Custodian

## Job Description

Department: Sheriff  
Position: Career Service  
Grade: 504  
Supervisory: No  
Reports to: Evidence and Crime Lab Supervisor

### Summary

Under general supervision of the Evidence and Crime Lab Supervisor, performs specialized clerical and routine technical work relating to securing, storing, and disposing of seized evidence and property according to federal law, state law, and department procedures.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Receive, record, sort and secure property delivered to the Utah County Sheriff's Department evidence room.
2. Evaluate submitted property and evidence to ensure items have been correctly and adequately packaged and marked according to applicable laws and department policy.
3. Organize, verify, prepare, and transport evidence to be submitted to the state crime laboratory for analysis.
4. Account for security and integrity of evidence room; follow strict procedures on evidence storage and disposition; preserve the critical chain of evidence; testify in court when subpoenaed.
5. Determine appropriate and lawful disposition of property; release property to deputies, lawful property owners, legal court system, or other law enforcement agencies and for disposal; release property for sale at public auction; compile and maintain accurate records of all property transfers, releases, and decisions made.
6. Conduct periodic audits of evidence and property items held within the evidence room.
7. Maintain supplies for crime scenes, processing evidence, and developing photographs.
8. Verify and authenticate NCIC listings of stolen property to ensure only current information is maintained.
9. Receive phone calls and correspondence; explain evidentiary procedures to deputies, the general public, and other agencies; release authorized information through appropriate channels.

### For Office Use Only

Job Code: 5042  
Job Title: Evidence Custodian  
FLSA: Non-Exempt  
Effective Date: 2/24/2020  
Public Safety: No

Worker's Compensation: County  
Background Level: I  
Safety Sensitive: Yes  
DOT: No  
ML: Individual Contributor

10. Provide technical guidance and training to deputies on handling, preparing, and booking evidence.
11. May assist in gathering evidence at crime scenes including, but not limited to, locating, identifying, photographing, and lifting of latent fingerprints and other types of physical evidence.

### **Knowledge, Skills, and Abilities**

- Knowledge of department policies, criminal law, and court procedures
- Knowledge of how to collect, organize, and preserve evidence from a crime scene
- Knowledge of Automated Fingerprint Identification System (AFIS) procedures and state and federal lab requirements
- Skilled in the use of photography equipment
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to communicate verbally and in writing
- Ability to make rapid decisions and solve problems under pressure
- Ability to organize data, file, and use computers and programs to complete reports and retrieve case information
- Ability to analyze and organize evidence for prosecution

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

### **Work Environment**

Work is generally performed in an environmentally controlled room. Work regularly exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, poor ventilation and hazardous chemicals. Work occasionally exposes incumbent to contagious or infectious diseases. Work is occasionally performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. Work requires use of protective devices such as masks, goggles, and gloves. Work may expose incumbent to unknown, dangerous, and/or life-threatening conditions. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, hear, and communicate via radio. Specific vision abilities by this job include close vision, color vision, and ability to adjust focus. Works for sustained periods of time maintaining concentrated attention to detail. The employee regularly drives a motor vehicle. Lifts or otherwise moves objects weighing up to fifty (50) pounds. Ascends or descends ladders, scaffolding, ramps, poles, and the like; and uses tools or equipment requiring a high degree of dexterity. The employee frequently drives a motor vehicle.

#### **Position Type / Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

#### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

#### **Required Education and Experience**

1. High School diploma or equivalent.
2. Two (2) years combined clerical and/or technical experience in law enforcement program support work or a related field.

#### **Preferred Education and Experience**

1. Preference may be given to applicants with experience in photography, fingerprint recovery, crime scene processing, and/or evidence recovery.

#### **Additional Eligibility Qualifications**

1. Applicants must be at least twenty-one (21) years of age as of the start date.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

#### **AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

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**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

Director – Human Resources \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee\_\_\_\_\_ Date\_\_\_\_\_

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